**Using Timesheet Xpress with Dropbox**

This usage guide assumes that you have not setup Dropbox previously. If you have, please skip immediately to step 3.

1) Install Dropbox on the necessary PCs, and follow the setup procedures. Each PC will normally require its own Dropbox account. Downloads and further instructions are available from http://www.dropbox.com.

2) Assuming you have not changed the default Dropbox settings, it will have created a folder for you on your PC, located in Windows Explorer under <Your Username>\Dropbox. Any files and folders placed within the Dropbox folder will be automatically synchronised by the Dropbox application.

3) Using Windows Explorer, Create a folder within the Dropbox folder called Timesheet Xpress. This folder will be used to store your timesheet information.

4) Right-click on the new Timesheet Xpress folder and select the dropbox option "Share this Folder". This will be denoted by the Dropbox icon.
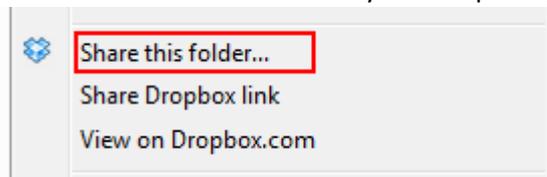

5) You will be taken to the Dropbox website. If you have not verified your Dropbox account email yet, you will have to do this before you can proceed.

6) Using the Dropbox website, enter the email addresses of all the other Dropbox accounts you have setup for your PCs. Ensure that the 'can edit' permissions are not changed – this will allow all users to update their Timesheets. Click on Share Folder when finished.
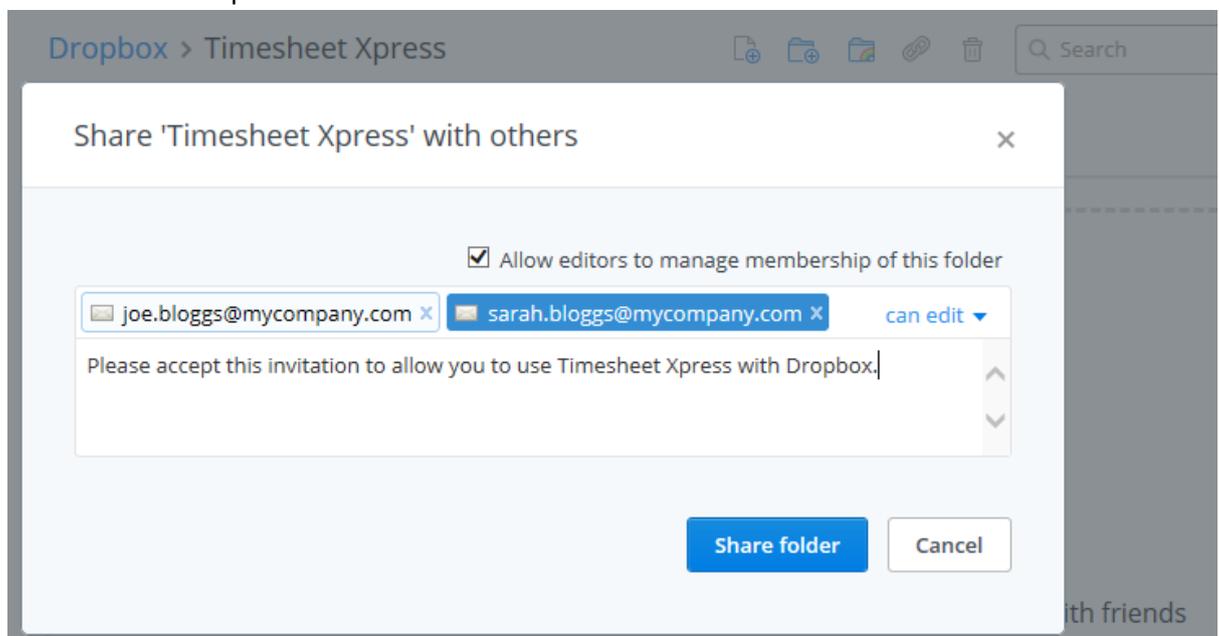
7) Dropbox will now send invitations to each of the accounts you have specified to view the shared folder. The users of those accounts must accept the invitation before they will be able to proceed.

8) Once all users have accepted, you can now begin setup. Select the Tools->Networking and Sharing Wizard option in Timesheet Xpress, and follow the on-screen prompts. As the first user, select the "I am a Timesheet Xpress Administrator or Co-ordinator" option. When

asked to select the Shared Folder, select your Dropbox Timesheet Xpress folder in <Your Username>\Dropbox\Timesheet Xpress. Complete the rest of the wizard steps.
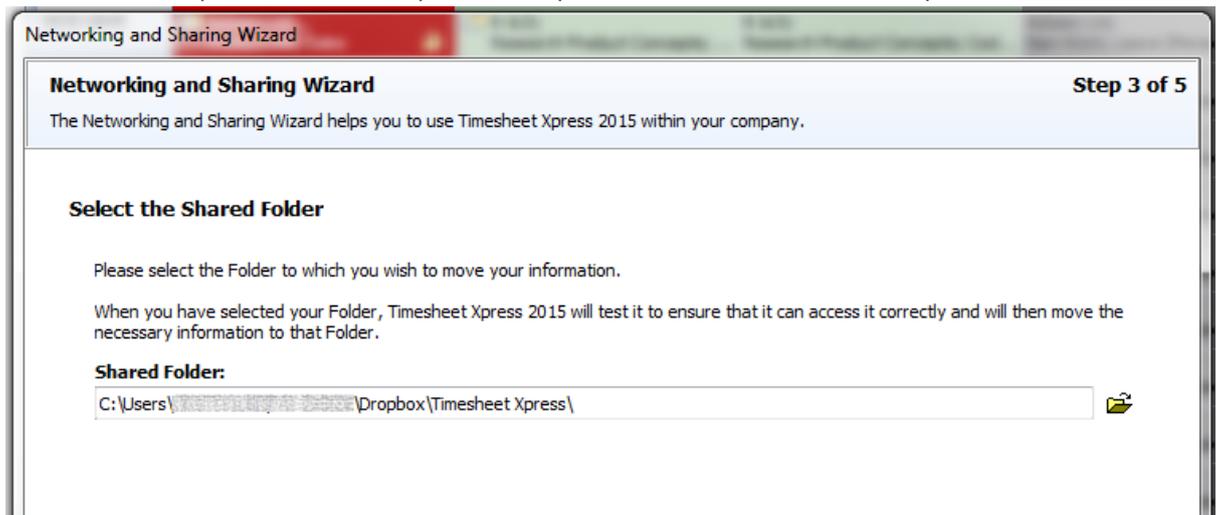
9) You have now setup your Timesheet Xpress shared folder! Leave some time (e.g. 30 minutes) to ensure that Dropbox has uploaded all the changes you've made to the cloud, and for the other client PCs to download the new changes.
10) On each of the other client PCs, after they have accepted the Dropbox shared folder invitation, run the Tools->Networking and Sharing option in Timesheet Xpress again, selecting the "I am a Timesheet Xpress User" option and nominating the same Timesheet Xpress folder in their local Dropbox folder.
11) Timesheet Xpress is now ready for use!

If you encounter problems, remember to ensure that the relevant Dropbox account has received and accepted the shared folder invitation, and that Dropbox has synchronised the information on the local PC – its system tray icon will denote that it is "Up to date".

Please note that as Dropbox handles the synchronisation of files between each PC, changes to Timesheets and Settings may take time to propagate to all other PCs. This will be dependent on Dropbox as well as your network connection, and Timesheet Xpress cannot alter this.